

NORTHUMBERLAND HILLS HOSPITAL

BOARD OF DIRECTORS

August 1, 2013

Boardroom

MINUTES

Present: D. Mann, B. Carman, J. Hudson, D. Pepper, J. Farrell, J. Russell, B. Gerber, H. Sculthorpe, B. Brook, T. Sears, C. Stewart, D. Broderick, M. Essak, H. Brenner

J. Stalker, G. DeBruyn, P. Went, E. Merbis

Regrets: C. Tozer, G. Metson, B. Copeland, C. Kwok

Staff: C. Turk, J. Gillard

1. CALL TO ORDER

D. Mann called the meeting to order at 5:05 pm

2. CONFLICT OF INTEREST

None

3. APPROVAL OF AGENDA

It was moved by T. Sears and Seconded by J. Farrell to approve with the addition of CEO Report. Carried

4. APPROVAL OF PREVIOUS MINUTES

It was moved by J. Russell and seconded by J. Farrell that the minutes of July 4, 2013 be approved as circulated. Carried.

5. CHAIR REMARKS

D. Mann circulated a thank you card received from B. Carman and an information brochure from the Governance Centre of Excellence. Eduard Merbis was welcomed as a new Community Member of the Board.

D. Mann noted that Board documents including Committee organization and meeting schedules had been circulated via email. If there are any discrepancies, please inform D. Mann. J. Russell will assume the post of Vice Chair for the Governance Committee. Other Vice Chairs should be appointed at the first meeting of each Committee.

6. CEO REPORT

H. Brenner provided a verbal report. A letter was forwarded to Michael Sherar with the Board of Directors motion of July 4th regarding the NHH Satellite Dialysis program. The letter of agreement between the Ontario Renal Network and Northumberland Hills Hospital has been signed and steering committee meetings are being scheduled. A communication letter has been delivered to all NHH Dialysis patients.

The 2012-13 deficit recovery plan was presented to the Central East LHIN Board on July 24th, 2013. The proposed plan was accepted and D. Hammons, CEO, Central East LHIN commented on the excellent work of NHH. A letter was received from Wayne Gladstone, Board Chair, Central East LHIN, with the Board motion to accept the NHH recovery plan.

Board Orientation for new Directors and Community Members will be held in two half-day sessions. The first session is on August 2nd and all Board members are welcome to attend.

7. REPORTS

7.1 Finance and Audit Committee

B. Gerber provided the report of the Finance and Audit Committee.

The Committee reviewed the draft 2012-13 Recovery Plan for presentation to the Central East LHIN. NHH was required to present a plan to repay the total 2012-13 operating deficit of \$752,955 over a reasonable period of time. B. Carman noted that he was impressed with the work completed by C. Turk, B. Gerber, H. Brenner and the Finance and Audit Committee on the recovery plan.

A capital request for anaesthesia machines was reviewed. The existing machines will no longer be supported as of December 31, 2013. An open competitive procurement process for the replacement machines was completed through St. Joseph's Health System Group Purchasing Organization. A multi-disciplinary team completed the evaluations of the equipment.

The Board queried the service fees. C. Turk outlined that the annual service fees of \$28,715.77 per year include all maintenance, parts and software updates. This cost is less than current fees and budget.

It was Moved by B. Gerber and Seconded by J. Hudson to approve the purchase and replacement of anaesthesia machines at a total estimated one-time capital cost of \$403,155 and total service contract fees of \$201,010 over seven years. Carried.

7.2 Integration Update

D. Mann noted that the integration work is a work in progress and Integration Planning Team meetings continue weekly.

H. Brenner reported on the work of the Integration Planning Team (IPT). The IPT are currently reviewing the three preferred models and a consultant has been recruited to complete a financial impact analysis. Opportunities for appropriate staffing levels within each model have been identified; however impact on patient care under each model is still to be reviewed.

The Community Engagement process has begun. A presentation was made to the Northumberland County Council and local media. NHH is working in sync with the other six partners on communication. Each partner will engage stakeholders, unique to their organization such as staff, physicians, Foundation

and Auxiliary. The Central East LHIN has developed a fact sheet which answers many of the current questions.

C. Stewart queried the recent CE LHIN announcement that Northumberland has been chosen for the next phase of HealthLinks. H. Brenner responded that it has been communicated that the HealthLink is a wrap-around process of integration, focusing more on primary care providers. It was noted that community messaging should differentiate between the two processes. D. Mann requested that a formal letter to the CE LHIN be drafted requesting further clarification.

J. Russell provided an update on the Governors Integration meeting held on July 30th. The meeting did not address feedback on the proposed models as the financial analysis was not available at the time of the meeting. J. Russell noted that there is very little overlap in services within the integration partners. The Board discussed the lack of connection between the organizations and the potential for minimal cost-savings with the lack of service overlap.

Discussion ensued on the lack of specifics on how this integration will lead to better patient care for the catchment area and noted that a Healthlink would allow function to take shape before focusing on form and organization charts. One Director noted that it seemed premature to introduce a Healthlink to Northumberland County before the completion of the PATH Project.

7.3 Dialysis Capital Request

H. Brenner reviewed the briefing note that was pre-circulated. The current fleet of 16 hemodialysis machines at NHH has reached their end of life expectancy. Current high rates of breakdown, it is recommended that all 16 machines be replaced at one time.

The Board queried on the number of machines required. H. Brenner outlined that the NHH satellite dialysis unit has 12 stations and four back-up machines. PRHC has advised NHH that each hemodialysis machine will cost \$30,000.

It was Moved by B. Gerber and Seconded by T. Sears to approve the purchase of up to sixteen (16) new hemodialysis machines at a total cost of \$480,000. Carried.

It was Moved by J. Hudson and Seconded by C. Stewart to receive all reports. Carried.

8. FOR INFORMATION / CORRESPONDENCE – No Report

9. NEXT MEETING

The next meeting will be held on September 5, 2013 at 5:00 pm.

10. IN CAMERA

The meeting moved in-camera at 6:05 p.m. on a motion by B. Brook and seconded by H. Sculthorpe.

The in-camera meeting addressed matters relating to CEO Selection.

11. TERMINATION OF MEETING

The meeting was terminated at 8:01 pm on a motion from J. Farrell.